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SECURITY INFORMATION

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1 February 1952

MEMORANDUM FOR: Deputy Director of Training (General)

FROM : Chief, Plans and Policy Staff, O/TR

SUBJECT : Weekly Activities Report - Period Jan. 28 - Feb. 1

I. Completed Projects

1. Project 51-26, Briefing of Outgoing Attaches. Sent forward the revised draft of an Agency regulation transferring the responsibility for the briefing of attaches from the Office of Operations to the Office of Training.
2. Project 51-27, Assistant Director Presentations. Completed the report on this project and recommended that the program be put into effect by the Chief, Orientation and Briefing Division, O/TR, with recommended instructions and quotas for attendance for each office of the Agency.

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- 6.4. Project 52-3, Training Office Section of CIA History. Draft memoranda have been prepared for each of the components of the O/TR requesting submittals of their sections of O/TR history. These will be submitted for circulation on 4 February.

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II. Projects in Process

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2. Project 51-13, Register of Training Activities. An IBM card is being designed for O/TR approval for recording action in Orientation and Indoctrination course. The Chief, Orientation and Briefing Division, is preparing material required for completion of this work.
 3. Project 51-15, Rotation Working Group. On 30 January the Rotation Working Group completed its final draft report to the career service committee and has been invited to meet with that committee on Monday to prepare a presentation of the orientation plan it has evolved.
 4. Project 51-20, Administrative Support to Field Training Operations. Scheduled a tentative meeting with the Chief, Support Staff to pursue this question further on 4 February.

III. Newly Assigned Projects

1. Project 52-5, CIA Employee Improvement. This project involves consideration of a proposal by the Executive to the AD/SI to the DD/A suggesting more effective means of providing Agency personnel with enlightenment on domestic and world issues.
2. Project 52-4, Proposed Bill to Increase the Efficiency of the Federal Government by Improved Training. Action required is to study the Bill and make recommendations to the D/TR.

IV. Projects in Suspense

1. Project 51-6, Survey of Non O/TR Training Activities. No further action taken during this period.
2. A list of six other suspense projects previously reported on which there has been no change.



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